

3d Calc

Tests

AnswerCard

Quick-Reference Card #1

Commands & Functions

SORCIM/IUS
MICRO SOFTWARE
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Define and save up to 9 graphs
with every spreadsheet

Calendar and
date calculations

Up to 254 rows
and 63 columns

Two Key sort
Dictionary sort order

Floating \$ signs

Lookup Tables

Text can "spill over"
to next column

Scaling

Consolidation

Variable
column widths

A	B	C	D	F	G	
CONSOLIDATED MONTHLY PAYROLL				LOOKUP(MONTH(D4),A25,A36)		
1	Today's Date			4/15/1984	3 Deduction Percentages	
2	Payroll Start Date			4/ 1/1984	4 Fica 0.0670	
3	Days this period			15	5 State 0.008	
4	Recalculate YTD Y/N?N					
5	Emp#	Employee	Status	Gross Salary	Net Pay	YTD Gross
6	84	Johnson	S	\$1,200.00	D10+E10	IF(C6="Y",G10+D10,G10)
7	92	Jones	M	\$900.00	D11+E11	IF(C6="Y",G11+D11,G11)
8	12	Samson	S	\$560.00	D12+E12	IF(C6="Y",G12+D12,G12)
9	19	Santos	M	\$650.00	D13+E13	IF(C6="Y",G13+D13,G13)
10	45	Smith	S	\$700.00	D14+E14	IF(C6="Y",G14+D14,G14)
11	Total # employees			7	D15+E15	IF(C6="Y",G15+D15,G15)
12	Total Gross Salaries(100s)			\$55.1	D16+E16	IF(C6="Y",G16+D16,G16)
13	Total Deductions(100s)			\$4.1)		
14	Total Net Pay(100s)			\$51.0		
> F18 H P Form=SUM(F9:F17) Width: 8 Memory: 61 Last Col/Row:G22 11>SUM(F9:F17)						
? for HELP Protected Entry						

Hidden Values

Negatives shown in ()

AnswerKey™

User set
decimal places

Text in formulas

Find and extract data using
spreadsheet as a database

Two windows—
one can display values, while
the other displays formulas

Protected entries

Entry Guidelines & Formula Functions

Data Entry, Paging, & Other Command Keys

Letters & most symbols begin text entries in text mode.

" forces text entries in text mode; required to begin text entries in formula mode.

Numbers, formula functions, cell refs, +, -, or (n) begin formula entries.

' begins repeating text entry.

/ begins a slash command

Apple 1 or **?** displays AnswerScreen help.

Apple 2 or **CTRL Z** clears entry line or menu; aborts plot.

Apple 9 or **CTRL Y** plots current graph.

Apple 0 or **CTRL T** displays current graph.

Ⓢ terminates data entry; executes command or function;

returns current cell, row, or col. at prompts.

Apple ↑ moves window up one screen.

Apple ↓ moves window down one screen.

Apple ← moves window left one screen.

Apple → moves window right one screen.

! recalculates spreadsheet manually.

& resumes 'Execute' file activity.

Caps-Lock toggles letters, capital or small.

Notes:

- **CTRL** means hold down CTRL key.
- **Apple** means hold down open or solid Apple key.
- Max. characters per entry; Text 115, Formula 116, Number 15.
- Formula values can be Numeric, Textual, Date, Error, or NA.
- See manual for Mouse Text characters

Arithmetic & Relational Operators

+	addition	=	equal to
-	subtraction	< >	not equal to
*	multiplication	<	less than
/	division	<=	less than or equal to
^ or **	to power of	>	greater than
%	percent of	>=	greater than or equal to

Logical Functions

IF (expression a, expression b, expression c)
If a is true, then b, else c.

IF (expression a, expression b)
If a is true, then b, else 0.

OR (expression a, expression b)
If either a or b is true, then 1, else 0.

AND (expression a, expression b)
If both a and b are true, then 1, else 0.

NOT (expression a)
If a is false, then 1, else 0.

Note: See Graphics AnswerCard for sample graphs and graphics guidelines.

Financial Functions

NPV (Discount, Col/Row range) net present value.

IRR (Col/Row range) or (Guess, Col/Row range) internal rate of return.

PMT (Principal, Interest rate, Periods) payment.

FV (Payment, Interest rate, Periods) future value.

PV (Payment, Interest rate, Periods) present value.

Calendar Functions

Date Entry Functions

DATE (MM,DD,YY)

TODAY

DVAL (Numeric Value)

Date Reference Functions

DAY (Date Value)

MONTH (Date Value)

YEAR (Date Value)

WDAY (Date Value)

JDATE (Date Value)

Special Functions

ERROR or **ERR** displays "ERROR".

NA displays "N/A" for data not available.

LOOKUP or **LU** (Value, Col/Row Range) lookup table.

ISDATE (Value) checks for date value.

ISTEXT (Value) checks for textual value.

ISNUM (Value) checks for numeric value.

ISERROR (Value) checks for "ERROR" value

ISNA (Value) checks for "N/A" value.

TRUE checks expression for True.

FALSE checks expression for False.

Arithmetic Functions [(V) = Value (L) = List]

A List is ranges or values separated by comma(s), or one range.

ABS (V) absolute value

AVERAGE or **AV** (L) mean

COUNT (L) formula cells

EXP (V) exponent base e

INT (V) integer

LN (V) natural log base e

LOG10 or **LOG** (V) base 10

MAX (L) maximum value

MIN (L) minimum value

MOD (a, b) remainder of a/b

PI 3.14159265358979

RANDOM or **RAN** number 0-1

ROUND (a, n) rounds a to n places

SIN/COS/TAN (angle in radians)

ASIN/ACOS/ATAN (dec. ratio)

SQRT (V) square root

SUM (L) total value

Textual Value or Constant

("any text") values, up to nine characters, can be referenced as formula values.

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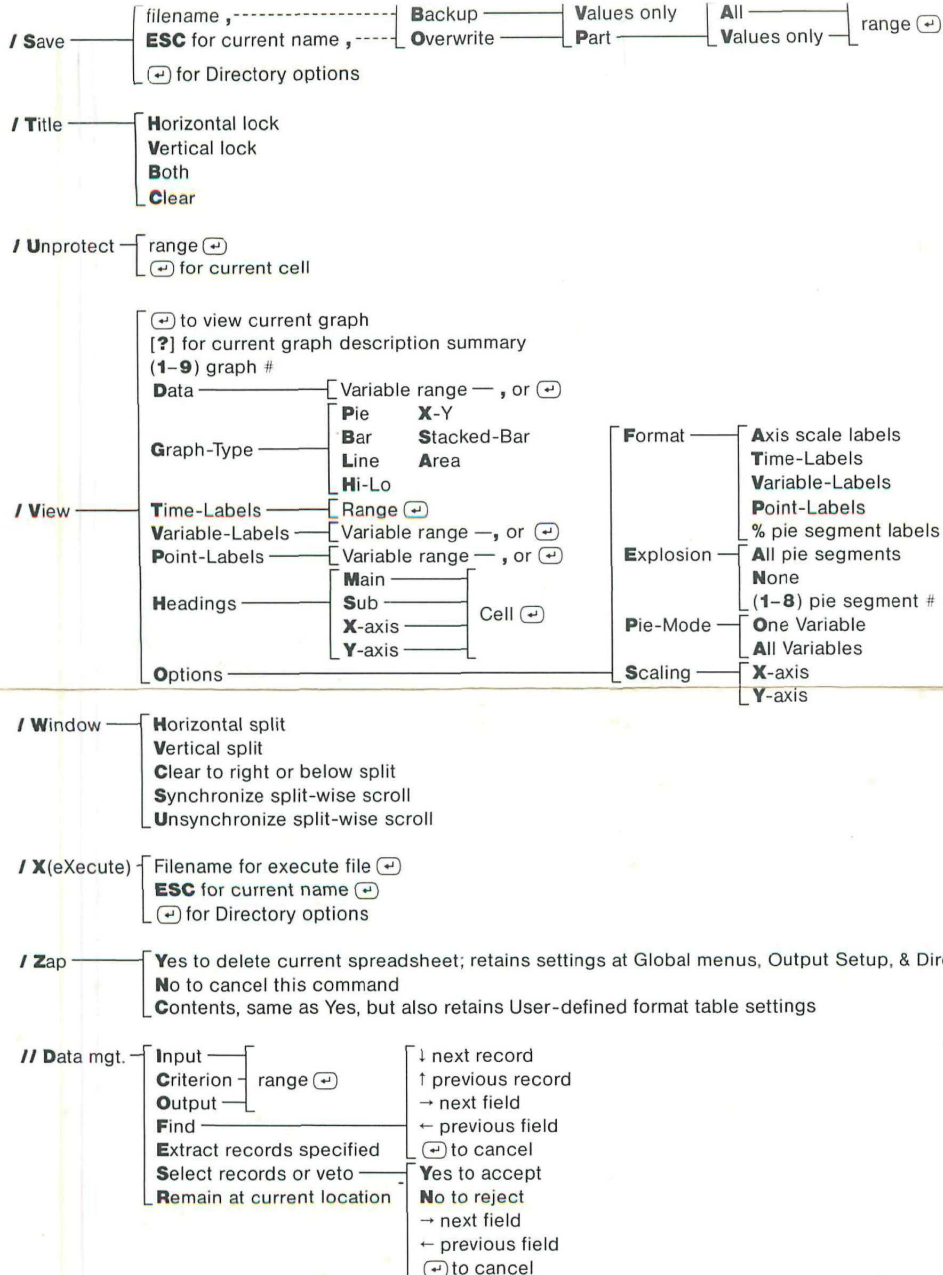
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Entry Guidelines

Directory Options

Change data directory path

Display all filenames

See .CAL filenames & graph names

Enter filename

Volumes on-line

Graphs—current spreadsheet

Revise graph directory path

Range Entry Examples [Use: or . (A5:H5 or A5..H5)]

Top-left cell: **A1** Max. bot.-right cell: **BK254**
Row: **7** Column: **G**
Partial Row: **A5:H5** Partial column: **D2:D18**
Row range: **2 or 2:10** Column range: **A or A:P**
Block range: **C3:H20** Entire spreadsheet: **ALL**
Graph range: **3 or 1:9** Graph number: **6**

Note:

- Format order of precedence:
Entry level; Row level; Column level; Global level

Insert, Delete, & Cursor-Move Command Keys

S-cursor = Spreadsheet cursor; Ed-cursor = Edit cursor

Apple I allows inserts at Ed-cursor (on/off).

Delete deletes last char., command, or option.

Tab moves Ed-cursor to either end of entry.

↓ or **CTRL X** moves S-cursor down or deletes char. at Ed-cursor.

↑ or **CTRL E** moves S-cursor up or inserts space at Ed-cursor.

← or **CTRL S** moves S-cursor or Ed-cursor left; deletes command or last entered option on entry line.

→ or **CTRL D** moves S-cursor or Ed-cursor right.

(↵) moves S-cursor in current direction (with Global, Next on).

= (↵) moves current cell to upper-left corner of window

= moves S-cursor to cell specified (GoTo command).

= moves S-cursor to other window of split-screen (Jump cmdnd).

Apple H moves S-cursor to A1

ESC points to & returns S-cursor address to entry line (on/off).

Notes:

- **CTRL** means hold down CTRL key.
- **Apple** means hold down open or solid Apple Key.

Key: is labeled **RETURN** on your keyboard

Key: is labeled **RETURN** on your keyboard

「Change name」—「All」